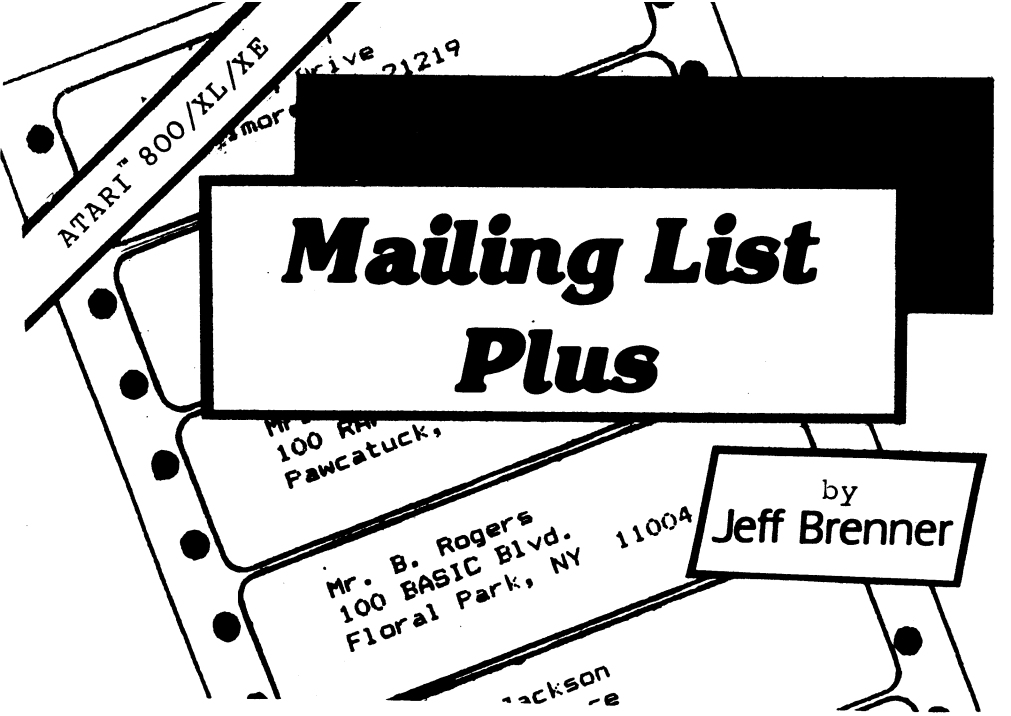

You'll truly appreciate MAILING LIST whenever you have to send anything to anybody -- greeting cards to friends and relatives, letters to clientele, etc. Program use is simple and straightforward. Names and addresses are typed on the screen as you would want them to appear on your labels. On-screen corrections can be made at any time while viewing the names and addresses.

MAILING LIST not only stores names and addresses, but searches by first name, last name, city or zip, incorporates a six-digit identification code per name, and prints by category on mailing labels. Double-column label printer is supported.

Manufactured and distributed by:

Twenty-Fifth Century™

P.O. Box 8042
Long Island, New York 11802

This instruction manual and accompanying software were written by Jeff Brenner.

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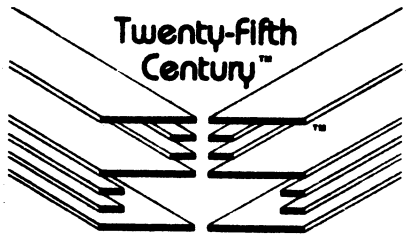

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Manufactured in the United States of America

#ATA506/First Printing, November 1986

10 9 8 7 6 5 4 3 2 1

NOTE: Before using MAILING LIST, use DOS to format a blank diskette to save data to. This will let you store the greatest number of names and addresses on a single disk. This disk will be referred to as the "data disk." You cannot store data on the MAILING LIST diskette itself.

LOADING

Insert the MAILING LIST diskette into the drive and turn on the computer. The program will load and run automatically and the main menu will appear. You can now remove the MAILING LIST disk and place your data disk into the drive.

Following is a description of each function listed on the menu. To activate any of the program's functions, simply press the highlighted key.

ADDING NAMES

Naturally, little can be done with a mailing list program without the names and addresses. Hence, the first thing you'll want to do is select the ADD NAMES option. Press A for this operation. A data file will be created on the diskette. In a few seconds you'll be on the ADD DATA screen.

It is recommend that you enter names and addresses in capital letter only, but if you want to use both upper and lower case letters for your mailing list, press the CAPS/LOWR key (or the CAPS key on the XL/XE) before you start typing. Don't use all capitals for some names and a combination of capitals and lower case for others or you'll run into problems when searching for a name. A maximum of 32 characters can be typed for each data line. The CTRL (CONTROL on the XL/XE) and arrow keys can be used to move the cursor around to change anything you have typed. Use the BACK SPACE and CONTROL-INSERT keys for their respective, one-character operations. To delete an entire line, use SHIFT-DELETE. The inverse video and graphics characters cannot be typed so as to facilitate the use of the search feature and also because the majority of printers cannot print these characters.

Now type in a name and press RETURN. Next type in the street address, press RETURN, and enter the city,

state and zip code.

The next line is the category. Up to eight characters can be entered as a category name to classify the name you have entered. Later, names can be printed out according to category. For example: You can classify your relatives as RELATIVE, and your clients as CLIENT. Then, to invite your relatives to a get-together, you would specify the RELATIVE category when printing labels. To send out information to your clientele, you would specify the CLIENT category.

You could put the category name to good use in a birthday-oriented mailing list: All acquaintances with a birthday in, say, March, would be give the name MARCH as a category. Then, just before March comes around, you could print out labels with the names and addresses of those with a birthday in that month. Stick the labels on some card envelopes and no more late or forgotten birthdays! As you can see, this program's ability to categorize is an extremely practical and versatile feature.

After you've typed the category, press RETURN. The data lines will clear so you can enter the next name and address. When you've finished entering addresses, press the ESC key and you'll be returned to the menu screen.

EDITING

Once you've built your mailing list, you might have to go back to change some entries, especially if you've discovered a typographical error or someone has changed his address. Press E for the Edit screen.

On the Edit screen you'll get a "CYCLE OR ID#" prompt. Press C to cycle back and forth among the various entries. The "<" and ">" keys are used to move backwards and forwards, respectively. Attempting to go beyond the last entry will give you a nasty "LAST NAME IN FILE" message, while trying to move ahead of the first entry will give you a "FIRST NAME IN FILE" message. At any point, you can use the editing keys to change an entry. The changes will automatically be recorded on disk.

 An advanced feature included on the MAILING LIST

program you have received is a six-digit identification code. This code is actually composed of the byte and sector number of the location on the disk where the particular name and address is being stored. Hence, by referring to the six-digit code, the program can instantly access any name on the disk without having to look through each name. When you select the ID# option, you're asked to enter a six-digit code. You can see the ID codes for each name/address by using the LIST NAMES or PRINT options (discussed later).

. Deleting a name is accomplished by changing the category of the name to DELETED. The name isn't actually deleted (thus you can reinstate it at a later time if necessary) but it is ignored when printing out labels. You can replace a name in the DELETED category with a new name if you so desire, but be sure to change the category name.

Press ESC when you've finished making changes and you'll be returned to the menu screen.

SEARCH FEATURE

Pressing S on the menu brings you to the Search sub-menu. You're asked if you want to search by name, street, city or zip code. The name search will allow you to search for a full name or just a last name. Whenever a name (or street, city, or zip) is found, you are asked if you want to edit that entry or to continue searching for another match. With any search, you can enter only a part of what you want to find and the program will pick out all items that match that part. For example, if an address is 1Ø MAIN STREET, but you can't remember whether it was 1Ø MAIN STREET or 1Ø MAIN ROAD, just enter "1Ø MAIN." All address entries beginning with "1Ø MAIN" will be displayed one at a time. This technique can also be used when searching by zip code. Searching for the five digits of a zip code will also display any nine-digit codes that match those first five digits.

When searching for an entry, remember to use the same format (all-capitals or capital and lower-case letters) as you used when you originally entered the data. For example, if you search for "NEW YORK," the program cannot find "New York," so be sure to be consitent with the form.

If you choose to edit after searching, you can make changes in the data with the editing keys, or you can use the "<" and ">" keys to move to see (and change if desired) the data preceding and following the displayed data.

Printing The Names

Now for the fun stuff. Of course, you'll need a printer -- any kind will do. Position your mailing labels in your printer. If you are using double-width labels (two labels horizontally) then press 2 for the "NUMBER OF LABELS ACROSS (1/2)?" prompt, otherwise press 1. Next you are asked to input the spacing between horizontal labels (if you have two labels across) and the spacing between vertical labels. Six and four are the values for these inputs, respectively, for labels of standard size and spacing. You can simply press RETURN to these prompts and the settings will default to these standard values. If you are using labels of other sizes, you should experiment to find the correct values for proper printing.

Once all spacing has been set, you're asked what ID# to begin printing from. Enter the ID# from which you want to begin printing address labels, or enter a zero to start printing from the first name/address. If you only want to print labels for, say, the last ten names you have entered, you would simply enter the six-digit code for the tenth to last name/address.By typing in the six-digit ID code of a particular name and address, MAILING LIST will start printing labels from the specified name/address.

Next you're asked which category to print out. If you want to print every name and address on the data disk, regardless of its category (except for those marked DELETED), enter "ALL," otherwise type the specific category of the names you want printed (i.e. "CLIENTS"). Finally, MAILING LIST asks if you want to print ID numbers on the labels themselves. Many mailing list programs used by businesses have this feature. A client who responds to a mailout is asked to give his code number, or to return a form with this code number printed on it. When the business receives the response, the number can be used to instantly call up the client's file, or to generate a new label.

When the "PRESS RETURN WHEN READY" prompt appears, press RETURN and your labels will be printed.

LIST NAMES

For a simple list of the names stored on the data disk, press L on the menu. Only the names, not the addresses, will be printed, along with its respective six-digit code. You can jot down codes that you want to refer to later, if necessary. Those names that have been deleted will also be printed, but will be preceded by an asterisk (*).

FREE DISK MEMORY

his will tell you how many sectors or blocks are remaining on your data disk. When this number becomes very low, you are running out of room and should begin using a new diskette. Incidentally, the data diskette should only be changed when on the main menu screen so that the proper files will be opened on the new disk.

FOUR-LINE CAPABILITY

MAILING LIST allows you to break up the first line (the NAME line) into two or more lines by using the slash character (/). Therefore, a four-line address would be entered like this:

J. Smith/Smith Corporation
12 Main Road
Albuquerque, NM 87112

When printing, the slash will be converted into a linefeed and the address will appear as four lines. There are two limitations when using the four-line technique: 1) The total length of the two lines cannot exceed the normal length allocated for the first line, and 2) Double-column label printing cannot be used when four-line addresses are to be printed; single-column printing should be used for this purpose.

QUESTIONS, COMMENTS or SUGGESTIONS? Please write to Twenty-Fifth Century, Customer Service Dept., P.O. Box 8Ø42, Long Island, NY 118Ø2.

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If the program diskette fails to load after the ninety (90) day warranty period, the purchaser may ship the diskette prepaid with a check or money order for $5.00 to TWENTY-FIFTH CENTURY. TWENTY-FIFTH CENTURY will repair or replace the diskette, at its option, provided that the particular software is still being manufactured.

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